

JOB DESCRIPTION AND POSITION CLASSIFICATION

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION Associate Governmental Program Analyst		POSITION NUMBER 541-027-5393-707	MCR 1	RPA # 001-CDF
APPOINTEE Vacant		DIVISION/SECTION Fiscal Services / Contracts & Purchasing		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Sylvia Valverde	SUPERVISOR'S CLASSIFICATION Staff Services Manager II (Supv)	
APPROVED BY (Personnel Analyst's Name) Lynn Darby			DATE 6/26/07	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the direction of the CALFED Bay Delta Program (CBDP) Chief, Fiscal Services, incumbent performs the more difficult and complex technical and analytical work related to a broad array of contracts, grants, and purchase orders. Provides quality customer service to management and other CBDP staff, contractors, vendors and other governmental agencies.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
55% (E)	<p>DESCRIPTION OF DUTIES:</p> <p>Contracts and Purchasing Independently works with Contract Managers and Requestors to develop, edit, and finalize a wide variety of procurements of varying complexity, including non-IT service and consultant contracts, non-IT and IT goods and services purchases, and grants and amendments. Assists with the preparation of justifications, bid solicitation documents, consulting contracts, federal cooperative agreements and grants, including, but not limited to, the scope of work and budget detail. Recommends alternatives in the selection of the appropriate solicitation and award methods available and the method that should be used. Researches and analyzes a variety of laws, regulations, policies, and circumstances to ensure that appropriate language, legal provisions, and other requirements are in accordance with State and federal rule or policy; corrects and/or revises contract language/documents as necessary; and escalates potential problems to supervisor with recommended solutions. Develops contract language for legal review and approval, and facilitates the procurement approval process with CBDP Chief Counsel, Contractor, CALFIRE Accounting, Resources Agency, Finance, CBDP Administration, and General Services (DGS).</p> <p>Initiates consultant contact checklists to determine if contractors or sub-contractors are subject to financial disclosure. Acts as liaison with Chief Counsel and Human Resources Office for this function.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Sylvia Valverde		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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30% (E)	<p>Policies and Procedures Creates or updates boilerplate contract language, forms, and procedures; accesses various State and federal web sites to ensure awareness of new and existing laws, legislation, and control agency policies in order to apply them to the procurement process; and communicates changes to appropriate staff.</p> <p>Monitors and analyzes effectiveness of the Contract Office intranet used by the Contract Office, Contract Managers, and Requestors; contributes new ideas on intranet content; drafts, develops, and prepares new materials/samples for approval; and works with the Management Analysis Office to update and implement changes.</p>			
5% (E)	<p>Tracking/Files Distributes documents; sets up and maintains electronic and hard copy retention files; enters statistical data into database or spreadsheet; and tracks and regularly updates managers of status of pending contracts. Reviews funding strips approved by the Budget Office to ensure these documents match data entered into database or spreadsheets.</p>			
5% (E)	<p>Contract/Purchasing Information Reporting Generates procurement related performance metrics, reports, issue papers, charts and correspondence for management, DGS and other governmental and private entities. Acts as the Small Business and Disabled Veteran's Business Enterprise Advocate.</p>			
5% (M)	<p>Represents the Contract and Purchasing Office at meetings and conferences; may act in supervisor's absence; provides backup support to other team members in their absence; acts as lead and assists in the development of Contracts unit employees; creates and conducts procurement training. May perform a variety of administrative tasks such as: reconciliation of invoices and Cal Card statements, revolving fund requests, and fiscal year-end close.</p> <p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Experience with contract and purchasing procedures • Knowledge of California Government Codes, Public Contract Code, State Administrative Manual, State Contracting Manual Vol.1-3, and Management Memos • Ability to interpret and apply state rules and regulations • Ability to analyze data, draw sound conclusions and present ideas effectively both orally and in writing • Ability to speak before groups for the purpose of providing information, conducting meetings, and explaining state contracting rules and departmental procedures and policies • Proficiency with Microsoft Office products, particularly Word and Excel • Possess a Certificate of Completion from the Department of General Services, California Procurement and Contracting Academy 			

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	<p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Ability to work productively in a demanding environment • Detail oriented • Deal with challenging customer requirements while maintaining a calm professional demeanor • Maintain high ethical standards and provide quality customer service • Willing and able to accept increasing responsibility and demonstrate capacity for development <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work well independently and as a team • Gain and maintain the confidence and cooperation of those contacted during the course of work • Interact with various levels of staff and management in a professional and courteous manner <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire • Ability to sit in a normal seated position for extended periods of time • Manage multiple priorities, meet short processing timelines when necessary, and handle varying and sometimes large workload volumes <p>PERSONAL CONTACTS</p> <p>Acts as liaison with contract managers, management, contractors, outside governmental agencies, control agencies, prospective contractors, and the public</p> <p>SUPERVISION RECEIVED</p> <p>Direction from the Chief, Fiscal Services</p> <p>SUPERVISION EXERCISED</p> <p>None - May exercise lead responsibility over Contracts unit</p>			